



**Ontario Archaeological Society**  
***ANNOUNCEMENT***  
**FOR THE ANNUAL BUSINESS MEETING**

**Saturday Oct. 24<sup>th</sup>, 2026, at 5:30 PM**  
**St. Lawrence Market,**  
**Toronto, Ontario**

Hello everyone,

Attached is the draft agenda for our Annual Business Meeting to be held at our annual symposium, held this year in Toronto on October 24.

Additional information for the ABM will be coming later this month, along with a link for virtual attendance for those who can't be there in person.

As this year, there will not be a traditional banquet, our annual awards will be presented at the ABM. Members should have received a reminder email about these awards and the extension of nomination deadlines.

Speaking of the Symposium, the folks in Toronto could use some help with the symposium planning-they've done a great job so far with a small crew, but there is still lots to do! At the bottom of the email, you will find the kinds of volunteers needed. Please contact them at

[oas.tochapter@gmail.com](mailto:oas.tochapter@gmail.com) if you can help or have any questions

Hope to see you there!

## COORDINATORS

### ☐ Event Coordinator (1-2)

- Leading the logistics & planning of **trivia night**, **press conference** & **walking tours**

### ☐ Student Paper/Posters Coordinator (1-2)

- Works with the **Event Coordinator**
- Manages **pacing**

### ☐ Publicity Coordinator (1-2)

- Find **volunteers** to do signage
- Help with **social media** promotion
- Contacting **local news** and online sites (ex. BlogTO)
- Handling updates to **memberships**
- Contacting **universities**

## COORDINATORS

### ☐ Fundraising Coordinator (1-2)

- Establish **sponsorship levels** & contact previous **sponsors**
- Investigate **new sponsors** & ensure **target goals** are hit

### ☐ Volunteer Coordinator (1-2)

- Coordinates **volunteers**
- Assists with **registration**

### ☐ Publication Coordinator (1-2)

- Oversees **publication** of proceedings & **translation** of abstracts



# COMMITTEE

## ☐ Minute Taker (1-2)

- Attends **committee meetings** and takes minutes
- Distributes **minutes** to committee members

## ☐ Webmaster (1-2)

- Works with the **Fundraising Coordinator**
- Establishes **sponsorship levels** & contacts previous sponsors

## ☐ Round Table Moderators

- Moderates **speakers**
- Plans **questions/themes**

# COMMITTEE

## ☐ Registration Table Volunteers (2-3)

- Check-in **attendees** & answers **questions/comments** on day of symposium

## ☐ Signage

- Setting up student **posters, displays, and banners** day of the symposium
- Helping with the set-up of **booths**

## ☐ General Volunteers

- Helping on the **day of the symposium** (October 24, 2026) & leading up to it with various tasks

*Questions? Want to join?*

E-mail us at  
[oas.tochapter@gmail.com](mailto:oas.tochapter@gmail.com)!

